Minutes of the Board of Health Meeting  
Health Department of Northwest Michigan  
November 6, 2018

Call to order: A regular meeting of the Board of Health was held in the Conference Room at the Health Department in Charlevoix, Michigan on November 6th, 2018. The meeting was called to order at 10:00 A.M. Chairperson Karen Bargy presiding and Lisa Peacock Health Officer. Seven members of the Board of Health were in attendance, establishing a quorum.


Members absent/excused: Betsy White

Staff in attendance: Lisa Peacock, Erika Van Dam, Natalie Kasiborski, Mary Briscoe, Amanda Thompson, Jane Sundmacher and Carrie Field.

Approval of Minutes: Motion was made by Nancy Ferguson to approve the October 2nd, 2018 meeting minutes correcting the Finance motion to remove the duplicated supported typo, and to correct Nancy Ferguson as the signature Vice Chair for the last meeting in Karen Bargy’s absence. Supported by Melissa Zelenak. All yeas. Motion carried.

Public Comment: None.

STAFF REPORTS
Written reports were distributed with agenda for review prior to the meeting from Lisa Peacock, RN, MSN, NP, Health Officer, Erika Van Dam, MPH, CHES, Deputy Health Officer, Joshua Meyerson, MD, MPH, Medical Director, Scott Kendzierski, MS, REHS Environmental Health Services Director, and Natalie Kasiborski, PhD, LMSW, MPH, Director of Community, and Jane Sundmacher, M.Ed. Regional Planning Director:

- Lisa Peacock, RN, MSN, NP, Health Officer – Facilities update given. Emmet DCN space will be utilized by administrative staff too support our DCN clinics. Syringe service program funding shared. FMLA indemnification letter reviewed (ACTION REQUIRED). Personnel Policy Manual revision in process. It will be reviewed at the December meeting. Northern Michigan Public Health Alliance, maternal child health workgroup power point shared.
- Erika Van Dam, MPH, CHES, Deputy Health Officer-Dental Clinics North update given.
- Joshua Meyerson, MD, MPH, Medical Director –October Communicable Disease report shared.
- Natalie Kasiborski, PhD, LMSW, MPH, Director of Community Health- Community Health activity shared for the month of November. Funding available for Emmet County middle schools to address unmet health needs.
- Amanda Thompson, MSN, RN, Director of Family Health-BCCCNP, Wisewomen, Wise Choices and MCREDP updates given for the Family Health division.
- Jane Sundmacher, M.Ed. Regional Planning Director- Successes shared with Northern Michigan Community Health Innovation Region. “Where for Care” campaign update given.
FMLA INDEMNIFICATION LETTER:
Lisa Peacock shared the reason to hold harmless our Human Resource Coordinator from any financial and legal liability to carry out her role as the Family Medical Leave administrator. MOTION: Motion was made by Nancy Ferguson and supported by Julie Powers to accept the letter as presented. Jonathan Scheel requested the motion be amended to remove the legal language highlighted in the letter. The language change was not supported. Motion was voted as originally presented. 6 yeas. 1 no. Motion carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE
MOTION: Shirley Roloff reported that the finance committee met and recommends approval of the October bills in the amount of $916,575.49 and recommends approval of the October employee expenses of $29,714.89. Supported by Duane Switalski. All yeas. Motion carried.

Unfinished Business: None.

Other Business: None.

Adjournment:
Tuesday, December 4th 2018 at 10:00 A.M. in the Conference Room of the Health Department, Charlevoix, Michigan was fixed as the time and place of the next meeting of the Board of Health.

Meeting adjourned at 12:00 P.M.

Respectfully submitted,
Lisa Peacock, Health Officer

Karen Bargy, Chairperson